



## **500.23 Detainee Processing**

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### **POLICY**

The Hendry County Sheriff's Office utilizes clean, safe, and secure areas for deputies to process, question or test detainees awaiting transport to the Jail Complex. All areas are maintained with continuous supervision.

### **PROCEDURE**

#### **A. Detainee Processing Room/Area Procedures**

1. The need often arises to interview or detain individuals prior to booking at the Jail Complex. This may require that a room, space, or area be set aside within Sheriff's Office facilities for interrogations, to separate persons under arrest, to conduct investigations, or to prepare paperwork. Prior to taking a detainee to a district for processing or testing, the deputy will:
  - a. Assess the security factors involved with the detainee/arrestee; if the situation warrants, will take the detainee/arrestee directly to the Jail. Deputies will not take a violent detainee/arrestee or a detainee/arrestee who is an escape risk to a district.
  - b. Notify the duty supervisor when he/she is taking a detainee/arrestee to the district to process. If a detainee/arrestee is of the opposite gender of the deputy, the deputy must obtain the duty supervisor's expressed approval to proceed to the district. When practical, the deputy will avoid processing or testing an arrestee/detainee of the opposite gender alone
2. The deputy will document, via CAD comments, the arrival and removal of a detainee from a processing/testing area stating the reasons for taking the detainee to the district. If a detainee receives food or any medical attention during processing, it must be documented in the CAD report accompanying the case report. The detainee should be processed in a timely manner and should not remain at the district any longer than necessary.
3. Deputies are authorized to use a detainee processing room/area provided they follow the requirements set forth:
  - a. All persons temporarily detained in a processing room or space will be under continuous control and supervision by sworn Sheriff's Office personnel. Detainees are not to be placed in any locked area, space, or enclosure.

- b. Deputies will ensure their firearms and other weapons are secured (deputy to use discretion if weapons should be placed in a locked location), prior to the deputy entering the designated processing room or area.
- c. Only sworn personnel will be responsible for the continuous control and supervision of detained persons in these areas; non-sworn personnel will never be assigned this duty.
- d. At no time will persons temporarily detained in a processing room or space be shackled or handcuffed to any immovable object unless the object is specifically designed to perform such function. At no time will detainees be secured by shackling or handcuffing them to chairs, desks, or other similar objects not designed for this function
- e. Detainees will not be shackled or handcuffed to any fixed object for longer than one hour.
- f. Temporary detainees will be the responsibility of the arresting deputy. If a detainee is transported by a deputy other than the arresting deputy, the transporting deputy will remain responsible for the detainee until such time as he/she is relieved by the arresting deputy.
- g. Male, female, and juvenile detainees will be detained separated by sight and sound.
- h. Processing rooms or areas will have at a minimum: adequate lighting, adequate airflow, and a bench or chair for sitting. Access to drinking water, toilet facilities, and other needs will be provided to the detainee in a timely manner by the responsible deputy.
- i. Districts/Divisions with processing rooms or areas will have in place: a plan for fire prevention, fire evacuation signs, and fire suppression equipment.
- j. Agency personnel with any responsibility for detainees in temporary custody will be trained in the operation of a processing room/area.
- k. The district processing room or area will receive an inspection monthly to check for cleanliness and to ensure unsafe conditions are not developing.

B. Detainee Processing Room/Area Security

- 1. Panic or duress alarms will consist of each deputy's portable radio emergency button which may be used to summon assistance or alert the Telecommunications Center, if needed.
- 2. When occupied by a detainee, access to the processing room/area and to the prisoner, will be restricted by the responsible deputy to prevent escape and transfer of evidence.
- 3. The responsible deputy will periodically check handcuffs to prevent escape.
- 4. Detainees will be thoroughly searched before being placed into the processing room/area. Detainees' personal items will be placed in a bag or suitable container and secured until the person is released or transferred with the prisoner when transported to a permanent holding facility. All contraband and/or evidence obtained from a detainee will be seized and placed into evidence.
- 5. The deputy transporting the detainee will be responsible for conducting a security inspection of the processing room/area, both before and after occupancy by the detainee.

## **DEFINITIONS**

**CAD** – Computer Aided Dispatch system to record criminal and non-criminal requests for service.

**CONTINUOUS SUPERVISION** – Supervision by an agency member who has the authority and the responsibility to exercise control over a prisoner/detainee and can immediately intervene on behalf of the agency or prisoner/detainee. Video monitoring may be used only if immediate intervention can be accomplished.

## **REFERENCES**

State/Federal Regulations:

None

CFA:

CFA Standards 31.01M and 31.02M

Forms:

None

Other Policy/ Procedure References:

None